

Sample Language for Signature Authorization

In accordance with 40 CFR 403.12(m), I hereby designate (insert position title, name of employee, or name and position title) as a duly authorized employee for the purpose of signing pretreatment reports. (insert position title, name of employee, or name and position title) is responsible for the overall operation of the (insert “treatment plant” or “pretreatment program” or both).

Note that designating a specific person as the authorized signatory means that a new authorization must be made if that person leaves the position. Designating a position rather than a person as the authorized signatory means that any person filling that position may sign the reports, although if the name of the position changes a new authorization would be needed.